

Weekly Report for Week Ending 3 September
from
Records Disposition Branch

1. Contributions

None

2. Assignments

25X1A9a

- a. Office of Central Reference/IR Mock-up [REDACTED]
The bid for filing equipment to be used in the secured area has been awarded to Record Files Inc., who submitted the low bid approx. \$15,000. Partial shipment of equipment is expected in two weeks.

- b. Legislative Counsel [REDACTED] 25X1A9a

A meeting has been scheduled to discuss the Records Control Schedule previously submitted to the Staff for review.

- c. Shelf filing/Office of Communications [REDACTED] 25X1A9a
Our proposal for Open Shelf filing will be presented to the Office this morning.

- d. Office of Communications/Engineering Division [REDACTED] 25X1A9a
No change from previous report.

- e. Records System-Security Staff, New Building [REDACTED] 25X1A9a
We are to meet with the Security Staff this week to present our proposals concerning the procedure, filing equipment and forms we have developed after our last meeting. Seven forms have been developed and 3 pieces of filing equipment designed for construction at Franconia.

- f. Records Management Survey/Office of Personnel [REDACTED] 25X1A9a
No change from previous report.

3. Vital Materials

- a. Microfilming of Vital Materials in OCR/IR and the Office of Personnel continues. These projects are 80% and 75% completed. Arrangements have been made for the microfilming of the OO/C Source file on Saturday, 6 September.

- b. [REDACTED] accompanied last weeks trip to the repository.
Due to installing of air conditioning equipment in the vault [REDACTED] had to confine her visit to the Records Center.

c. Meetings were held with OCR personnel to compile a listing of all finished intelligence materials that can be destroyed after one year's retention. This list includes over 95 different series. Upon approval by Mr. [REDACTED], DD/I Vital Materials Committee Chairman, this list will be forwarded to Mr. [REDACTED] for action. 25X1A9a

4. News

25X1A9a Miss [REDACTED] were conducted on a tour through OCR. Mr. [REDACTED] also made a tour through the RI area of DDP.

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25X1A9a JOT [REDACTED] was briefed on the operations and procedures of this Branch.

[REDACTED] 25X1A9a